



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
BOARD OF EMPLOYEE ASSISTANCE PROFESSIONALS
220 FRENCH LANDING DRIVE
NASHVILLE, TENNESSEE 37243
(615) 741-2859

Continuing Education Hours or Professional Development Hours
Use One Sheet for Each Class, Workshop, Meeting, Conference or Seminar
(Form may be duplicated)

To: Board of Employee Assistance Professionals
Department of Labor and Workforce Development
220 French Landing Drive
Nashville, TN 37243

Name of Intern or License Holder _____

License Number _____ Social Security Number _____

Address _____

Subject Area(s) ☐ Work Organizations ☐ Human Resources Management
 ☐ EAP Policy Administration ☐ EAP Direct Services
 ☐ Chemical Dependency ☐ Personal and Psychological
 and Other Addictions Problems

Speaker _____

Sponsor _____

Location _____

Date(s) Attended _____

Clock Hours Completed _____

Program Summary _____

Copies of official attendance forms or other documents that include the number of continuing education hours or professional development hours earned must be attached for verification of attendance.

Intern/License Holder Date

"The Tennessee Department of Labor and Workforce Development is an equal opportunity employer. Auxiliary aids and services are available upon request." TDD/TTY: 615-532-2879; 1-800-848-0299

CEU/PDH Reporting